

Checklist for Alcohol Stored Off Licensed Premise

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

The following requirements will be completed by the Investigator working on your case:

_____ **Investigators Requirement** – A map of the zoning overlay of the area surrounding the proposed premise

_____ **Investigators Requirement** – The proposed location CANNOT be a residence – must be a commercial site

_____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*In order to begin processing a liquor application, an **applicant** must submit the following:*

_____ Liquor License Application (**must be signed & notarized**). **Form provided by the Regulated Industries Division**
(<https://data.kcmo.org/Regulated-Industries/Application-For-Liquor-License/k6fi-6728>)

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used)

_____ _____ Letter from M.O. of establishment stating the purpose for the desire to store alcohol off site (the letter must include the address of proposed storage location and the square footage)

_____ _____ Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed, quit claim deed...} proving ownership of property)

_____ _____ Two (2) recent photographs of the front of the proposed premises to be used for storage

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

_____ _____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574 – **contingency item**